

DAVID Y. IGE
GOVERNOR



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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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June 21, 2017

TO: Executive Departments/Agencies
Department of Education
(Excludes Charter Schools)
Hawaii Health Systems Corporation
Office of Hawaiian Affairs
University of Hawaii
House of Representatives
Senate
Judiciary

FROM: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Change No. 1**
SPO Price List Contract No. 17-16
Centrex Telephone and Cabling Services – Statewide
RFP-16-007-SW
Expires: May 31, 2022

The following changes have been made to the price list contract:

1. Revision made to Authorized Contractors on page 3:
Hawaiian Telcom, Inc.: Centrex Telephone - Statewide
Hawaiian Telcom, Inc.: Cabling Service – Hawaii, Maui, Kauai, Molokai/Lanai
Hawaiian Telcom, Inc.: Cabling Service – Oahu (One (1) to Nine (9) jacks)
Communication Consulting Services, Inc.: Cabling Service – Oahu (Ten (10) or more jacks)
2. Revised instructions on HOW TO UTILIZE THIS PRICE LIST CONTRACT WITH HAWAIIAN TELCOM, INC. AND COMMUNICATION CONSULTING SERVICES, INC. on page 4.

This current price list contract incorporating Change No. 1 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor Lists Contracts* on the home page.

If you have any questions, please contact Stanton Mato at (808) 586-0566 or stanton.d.mato@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 17-16
Replaces SPO PL Contract No. 09-10
Includes Change No. 1
Effective 06/21/2017

CENTREX TELEPHONE AND TELEPHONE CABLING SERVICES - STATEWIDE
(RFP-16-007-SW)
June 1, 2017 to May 31, 2022

SCOPE: The general scope of this price list contract covers two (2) categories, Centrex Telephone (Section Three) and Telephone Cabling (Section Four) services statewide.

The first category (Section Three) is Centrex Telephone which covers Centrex single line and multi-line telephone service statewide. Abbreviated five digit and toll free 8-1-808 dialing should be provided between State users on all islands. Access must be provided to all local, wireless, long distance, and international telephone systems. Associated telephone services like voicemail, Automatic Call Distribution, ISDN BRI (for multi-line service in 5ESS central offices), and telephone instruments must be provided. Also, simple installation and complete repair services for structured cabling (telephone and data), as well as, the materials needed to provide the services shall be included. This service was awarded to Hawaiian Telcom, Inc.

The second category (Section 4) is for cabling only and not for the installation, repair, or provisioning of Centrex service which is covered by Section 3. Participating jurisdictions will have the option of utilizing either Section Three or Section Four for installing cabling; however, it is expected that Section 4 will principally be used for large cabling projects (10 lines and over). This service is awarded to Communication Consulting Services, Inc. for the island of Oahu and to Hawaiian Telcom, Inc. for the island of Hawaii, Maui, Kauai, and Molokai/Lanai.

NOTE:

Chapter 104, HRS, labor rates for Telecommunication Worker and Electrician listed under the Wage Rate Schedule, Bulletin No. 487, or as amended, does not apply to this Price List Contract.

If the construction activity involved in the installation of the communications equipment is not substantial, the activity is not covered under Chapter 104, HRS and the participating jurisdiction may utilize this contract. Substantial means the cost of construction is under 20% in relation to the total project cost.

If the construction activity involved in the installation of the communications equipment is substantial, the participating jurisdiction cannot utilize this contract. Substantial means the cost of construction is 20% or more in relation to the total project cost.

NOTE:

Long distance telephone services is covered under SPO Price List Contract No. 12-10, and is available at the SPO website: <http://spo.hawaii.gov>; click on *Price & Vendor List Contracts* on the home page.

PARTICIPATING JURISDICTIONS listed below have signed a memorandum of agreement with the SPO and are authorized to utilize this price list contract.

Executive Departments/Agencies
 Department of Education (DOE)
 (Excludes Charter Schools)
 Hawaii Health Systems Corporation (HHSC)
 Office of Hawaiian Affairs (OHA)
 University of Hawaii (UH)
 House of Representatives (House)
 Senate
 Judiciary

The participating jurisdictions are not required, but may purchase from this price list contract, and requests for exception from the contract are not required. Participating jurisdictions are allowed to purchase from other contractors, however, HRS chapter 103D and the procurement rules apply to purchases using the applicable procurement method and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the participating jurisdiction.

POINTS OF CONTACT:

1. Questions regarding equipment and services listed, ordering, pricing, and status should be directed to the vendor or the ETS Telecommunications Analyst, Betty Yrizarry at (808) 586-1930, extension 628.
2. Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	FAX	E-mail
Executive	Stanton Mato	586-0566	586-0570	stanton.d.mato@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	DOEProcure@notes.k12.hi.us
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Matthew Chow (Primary) Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

AUTHORIZED CONTRACTORS:

Hawaiian Telcom, Inc.: Centrex Telephone - Statewide

Hawaiian Telcom, Inc.: Cabling Service – Hawaii, Maui, Kauai, Molokai/Lanai

Hawaiian Telcom, Inc.: Cabling Service – Oahu (One (1) to Nine (9) jacks)

Communication Consulting Services, Inc.: Cabling Service – Oahu (Ten (10) or more jacks)

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, OHA, HHSC and UH, for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2,500 or more; and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

VENDOR CODES for annotation on purchase orders are obtainable from the “Alphabetical Vendor Edit Table Report” available at your department’s fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

ORDERING on a timely basis is the responsibility of each agency. Orders shall be issued on an as-needed basis during the price list contract period. Vendor shall not accept any orders received after the price list contract expiration date; however, vendor shall fill orders for which delivery may extend beyond the expiration date.

SPO PL CONTRACT NO. 17-16 shall be typed on purchase orders issued from this price list contract. For pCard purchases, the SPO PL Contract No. 17-16 shall be notated on the appropriate transaction document.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 17-16. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

VENDOR AND PRODUCT EVALUATION form, SPO-012, is made available to the agencies for the purpose of addressing concerns on this price list contract. The form can be accessed from the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

HOW TO UTILIZE THIS PRICE LIST CONTRACT WITH HAWAIIAN TELCOM, INC.:

1. Participating jurisdictions shall complete a Telecom Request (TR) (Form ICSD-001), signed by the Telecom Coordinator.
2. The signed Telecom Request Form shall be sent:
 - To DAGS/ETS/TSB via State messenger or
 - By fax to (808) 586-1962 or
 - By USPS to 1177 Alakea Street, Suite 201, Honolulu, HI 96813 or
 - Email to ICSD.TSB.TRS@hawaii.gov.
3. TR forms not signed by the Telecom Coordinator will be returned back to the Telecom Coordinator.
4. DAGS/ETS/TSB will route the approved TR Form to Hawaiian Telecom, Inc. (HT) for HATs service for all islands, cabling services for Hawaii, Kauai, Maui, Molokai, Lanai, and for less than ten (10) jacks on Oahu. If the TR is not approved, it will be returned to the Telecom Coordinator.
5. Departments will encumber the funds based on the approved TR. Network charges will be billed to the telephone bill. HT will provide a separate bill for purchases of equipment and cabling.
6. The department shall remit payment by pCard or check.
7. Questions pertaining to Centrex or Cabling services are directed to Susan Chun at (808) 546-1724.

HOW TO UTILIZE THIS PRICE LIST CONTRACT WITH COMMUNICATION CONSULTING SERVICES, INC.:

1. The Department shall contact Johnett Nacapoy or Jonathan Domingo with CCSI at (808) 842-7800 when ordering ten (10) or more jacks for cabling services on the island of Oahu.
2. CCSI will conduct a pre-field and provide a quote to the Departments.
3. A Telecom Request (TR) will be issued with the attached quote from CCSI and sent to DAGS/ETS/TSB by one of the methods shown on number 2 above.
4. If the TR is approved, DAGS/ETS/TSB will send the TR to the Telecom Coordinator. If the TR is not approved, it will be returned to the Telecom Coordinator.
5. Departments will then encumber the funds based on the approved TR. Purchases can be paid by pCard or Purchase Orders. The Purchase Order must be assigned a PO number in order for CCSI to bill for service. The Purchase Order should be mailed to: Communications Consulting Services, Inc., 1605 Colburn Street, Honolulu Hawaii, 96817, or sent by FAX to (808) 842-0811.
6. Once the Purchase Order is received, CCSI will schedule the installation. Do not issue your TR for voice services until the jacks are installed, otherwise HT will bill a travel charge of \$40.00.
7. Questions pertaining to Cabling is directed to Johnett Nacapoy or Jonathan Domingo at (808) 842-7800.

CONTRACTORS

INFORMATION

THE LINK BELOW PROVIDES:

- PRICE SHEETS, REFERENCE SHEETS, AND OTHER DOCUMENTS FOR HAWAIIAN TELCOM, INC. AND COMMUNICATION CONSULTING SERVICES.
- TELECOM REQUEST FORM (ICSD-001) AND INSTRUCTIONS.

<http://spo.hawaii.gov/for-state-county-personnel/programs/hats-prices-reference-sheets-pl-17-16/>

<u>VENDOR:</u>	<u>Payment Address</u>
Hawaiian Telcom, Inc. 1177 Bishop Street Honolulu, Hawaii 96813	Hawaiian Telcom, Inc. P.O. Box 30770 Honolulu, Hawaii 96820-0770

Vendor Contact:

Ms. Susan Chun	Phone: (808) 546-1725
	FAX: (808) 546-8288
	Email: susan.chun@hawaiiantel.com
	Vendor Code: 289236-11

<u>VENDOR:</u>	<u>Payment Address</u>
Communication Consulting Services, Inc. 1605 Colburn Street Honolulu, Hawaii 96817	Communication Consulting Services, Inc. 1605 Colburn Street Honolulu, Hawaii 96817 Vendor Code: 217296-01

Vendor Contact:

Contact: Johnett Nacapoy	Jonathan Domingo
Phone: (808) 842-7800	(808) 842-7800
FAX: (808) 842-0811	(808) 842-0811
Email: jnacapoy@ccsi-solutions.com	jdomingo@ccsi-solutions.com